

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment"

Position Title: Budget Analyst
Position Number: 58108270
Division: Director's Office
Pay Band/Salary: 7 / \$47,769 - \$71,653 yearly DOQ
Status: Permanent/Full-time
City: Helena
Union: No
Supplement: No
Closing Date: October 5, 2006

Role Summary and Duties: Incumbent provides assistance to the director and deputy director in planning and monitoring all department expenditures, developing budget strategies, evaluating projections and projection methodology, preparing budget requests on behalf of the department, and coordinating the executive planning process. This position also supervises one budget analyst.

- Develop budget strategies to optimize authorized appropriations.
- Monitor and evaluate budget projections, anticipate problems, and provide advice on budgetary opportunities to address anticipated/projected shortfalls on an ongoing basis.
- Assist in preparation and presentation of agency budget requests including biennial legislative budgets, budget amendments, supplemental, program transfers and general fund loans.
- Assist leadership in the development of long-term strategies and organizational implementation plans.
- Act as lead on monthly budget projections and related research activities.
- Research, develop, and implement budgetary strategies designed to effectively and efficiently accomplish the agency mission.
- Act as department liaison between the Office of Budget Program Planning and Legislative Fiscal Division.
- Recommend financial and programmatic impacts of budgetary issues facing the department.
- Testify at legislative hearings and before legislative committees on department budget matters.
- Supervise, coordinate, monitor, and review assigned duties to ensure work plan goals are met timely and tasks are completed accurately.
- Make and enforce decisions dealing with hiring, discipline, individual performance, leave or flextime, and recommends termination.
- Conduct performance evaluations on staff.
- Assure that training is identified and properly assigned as needed and conduct or assign on-the-job training for staff.

Competencies:

- Extensive knowledge of statewide budgeting system and rules, and working knowledge of legislative protocol including budget presentation, bill analysis and legislation monitoring.
- Skill and ability to manage a budget within designated appropriation limits.
- Willingness to be creative, open-minded, and flexible to change.
- Skill and ability to represent the department before the legislature, other agencies and external contacts.
- Understanding of the department's mission, vision, and goals to help influence and shape the decisions of management.
- Ability to think creatively and recommend innovative solutions; to provide timely and effective

written, oral, and interpersonal communication; and to analyze and resolve unique and highly technical issues.

- Proactively focus efforts and energy on successfully attaining goals and objectives, assuming accountability for decisions, actions and results. Follow issues through to completion.

Education and Experience: A combination of education and experience equivalent to a bachelor's degree in accounting and 4 years experience in the field of accounting or budgeting, with a strong background in accounting principles and financial management, including experience with computerized accounting/budgeting systems. Experience with the Montana Budget Analysis and Reporting System (MBARS) and the Statewide Budgeting and Human Resource System (SABHRS) is preferred. Experience with the Montana legislature is a plus. Other combinations of education and experience that could provide these requirements will be evaluated on an individual basis.

Application and Selection Process: Possession of required competencies *may* be measured through an evaluation of *some or all* of the following: education and experience, the Montana state application form and application supplement, a structured oral interview, resume, performance test, written examination, and previous performance appraisals and/or reference checks. The applicants who appear to best meet the qualifications for this position may be selected for a structured interview. If applicants for this position do not meet the minimum qualifications, a training assignment may be considered.

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at <http://mt.gov/statejobs/statejobs.asp>.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Background Check: Applicants will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Other Eligibility Requirements: Applicants must be in compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.